

**CITY OF HOUSTON**  
**REQUEST FOR QUALIFICATION (RFQ)**  
**URBAN AREA SECURITY INITIATIVE (UASI) HOUSTON REGION**  
**EXERCISE PLANNING AND IMPLEMENTATION SUPPORT**  
**SOLICITATION: S69-Q25677**

**Date Issued:** January 27, 2016

**Pre-Submission Conference:** February 5, 2016 @ 10:00 A.M., CST (Friday)  
Strategic Procurement Division  
901 Bagby, Conference Room 1  
Houston, TX 77002

**Pre-Submission Questions  
Deadline:** February 12, 2016 @ 2:00 P.M., CST

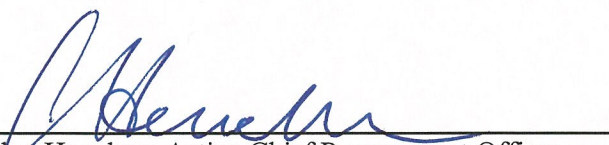
**Qualifications Due Date:** February 17, 2016 @ 2:00 P.M., CST

**Solicitation Contact Person:** Regina Spencer  
[regina.spencer@houstontx.gov](mailto:regina.spencer@houstontx.gov)  
(832) 393-8707

**Project Summary:** The City of Houston is seeking qualified firms to assist with exercising multi-jurisdictional and multi-disciplinary response plans through Houston Region Exercise Planning and Implementation Support.

**NIGP CODE:** 990-29

**MWBE Goal:** 0%

  
Carolyn Hanahan, Acting Chief Procurement Officer

January 27, 2016  
Date

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## **PART I – GENERAL INFORMATION**

### **A. General Information**

The City of Houston, Mayor's Office of Public Safety & Homeland Security, on behalf of the Houston Urban Area Security Initiative (UASI) invites the submittal of Statements of Qualification (SOQ) from firms interested in assistance with exercising multi-jurisdictional and multi-disciplinary emergency response plans through Houston Region Exercise Planning and Implementation Support. We request support to coordinate and facilitate meetings, support stakeholder engagement, and provide documentation to validate existing regional/multijurisdictional plans. Discussing plans and procedures across multiple disciplines and multiple jurisdictions will enhance the collaboration, coordination, socialization, and collective knowledge of regional response plans.

### **B. City of Houston Background**

The City of Houston is the fourth largest City in the United States comprising 23 departments with multiple locations throughout the City. The City has approximately 23,000 employees with approximately 500 employees involved in the procurement and/or contracting process. Contracts where the City must pay in excess of \$50,000 are routed to City Council for approval. The annual volume of contracts and purchase orders issued in the City in the last five years has ranged from 19,000 to 23,000.

### **C. Solicitation Schedule**

Listed below are the important dates for this Request for Proposal (RFQ).

#### **EVENT DATE**

Date of RFQ Issued	January 26, 2016
Pre-Submission Conference	February 5, 2016
Pre-Submission Questions Deadline	February 12, 2016
Submittals Due Date	February 17, 2016
Notification of Intent to Award	March, 2016 (Tentative)
Council Agenda Date	March, 2016 (Tentative)
Contract Start Date	April, 2016 (Tentative)

## **PART II – SCOPE OF WORK**

### **A. Purpose**

The purpose of the project for which qualifications are sought is to support testing and validating multi-jurisdictional, multi-disciplinary emergency response plans in the greater Houston region. The primary region supported by these plans is the H-GAC region which includes: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton Counties and the cities within those counties in Southeast Texas. For the purposes of this project, multiple jurisdictions include multiple counties and/or agencies with different responsibilities within a City or County. Multiple disciplines may include, but are not limited to, fire, law enforcement, emergency medical services, public health, homeland security, and other related fields in local, regional, state, and federal government, as well as the private sector. We intend to test plans involving multiple incident sites using human-caused scenarios (e.g., explosive devices, active shooter).

The minimum required services/deliverables for this project are:

- 1) Provide support for one Tabletop Exercise (TTX) in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), including:
  - a) Planning and design meetings,
  - b) Appropriate exercise materials, and the

- c) After Action Report (AAR) and Improvement Plan (IP).
- 2) Provide documentation of exercise planning and engagement of regional stakeholders, including meeting notes, sign-in rosters, and other printed materials for the meetings.
- 3) Provide support through web-based media, conference call capabilities, and in-person meetings.
- 4) Provide support for one rehearsal of concept for a major planned sporting event in the greater Houston region.

### **PART III – REVIEW AND SELECTION PROCESS**

A review committee will evaluate responsive submittals in accordance with the evaluation criteria listed below. The review committee reserves the right to issue letter(s) of clarification when deemed necessary to any or all respondent(s).

#### **A. Selection Process**

Upon review of all information provided by the respondents, the review committee will make a recommendation for selection to City officials. The City reserves the right to check references on any projects performed by the respondent whether provided by the respondent or known by the City. Selected submittal will be approved by the appropriate City officials. The City of Houston intends to select responses that best meet the needs of the City and provide the overall best value. Upon approval of the selected respondent(s), a contract will be executed by the appropriate City officials.

#### **B. Review Criteria**

##### **1. Responsiveness of Submittal**

Submittal shall be responsive to all material requirements that will enable the review committee to evaluate responses in accordance with the review criteria in order to make a recommendation to City officials.

##### **2. Technical Competence (Qualifications)**

The City's review committee will review the submissions in accordance with the extent to which the following elements best meet the requirements of the City:

- Expertise in leading a project of this magnitude; performing requested work and deliverable production for multiple jurisdictions, sites, and/or disciplines.
- Expertise of personnel in developing and conducting discussion-based exercises.
- Expertise of personnel in facilitating meetings, engaging stakeholders, developing concepts, and maintaining documentation.
- Strength of Concept Plan.

##### **3. Price**

Price will be evaluated separately for overall reasonableness.

## **PART IV – SUBMISSION REQUIREMENTS**

### **A. Instructions for Submission**

1. Number of Copies

Please submit two (2) hard copies of the Submittal, including one (1) printed original signed in BLUE ink, and two (2) electronic thumb drives in a sealed envelope clearly labeled **(UASI) Exercise Planning and Implementation Support Solicitation Number S69-Q25677**, located on the first page of the RFQ document to:

City Secretary's Office  
City Hall Annex, Public Level  
900 Bagby Street  
Houston, Texas 77002

***(UASI) EXERCISE PLANNING AND IMPLEMENTATION SUPPORT (clearly labeled on the envelope)***

The City of Houston shall bear no responsibility for submitting responses on behalf of any respondent. Submittals will be accepted by the City Secretary's Office any time prior to the stated deadline.

2. Cover letter

The cover letter shall be signed by an authorized representative of the respondent. The letter should indicate the respondent's commitment to provide the services proposed. In addition, the cover letter shall identify the members of the team that comprise the respondent. Indicate the organizational relationship of the team members.

3. Forms and Certifications

Complete all forms and certifications attached, as appropriate.

4. Statement of Qualifications Summary (1 Page Maximum)

Provide a specific statement of qualifications (SOQ) for this RFQ. The length of the submittal document shall not exceed **one (1) page** (single sided). The SOQ shall state the consultancy/consultant qualifications and experience in the area of creating and conducting HSEEP-based regional, multi-jurisdictional exercises.

5. Past Projects/References (3 Pages Maximum, Not Counting Addenda)

Provide three examples of relevant/comparable current or past projects. For each, provide no more than one-page summary that outlines the scope and specific deliverables. Include contact information (name, phone number and email address) for an individual involved with the project that can verify your role and attest to the quality of services or products received. Examples of TTXs, AARs, or other documents may be included as addenda.

6. Concept Plan for the Completion of Required Deliverables (5 Pages Maximum)

Provide a concept plan and draft timeline for the completion of the required deliverables/services outlined in the Project Concept section of this RFQ in no more than five pages. **The timeline cannot extend beyond March 31, 2017.**

7. Primary Point of Contact and Biographies for Key Staff

Identify the primary point of contact for the submittal and provide complete contact information for this individual, to include name, physical address, daytime telephone number(s), and email. Also include a short (200 word maximum) biographical sketch for each key staff person who will be committed to this project.

8. Time for Submission: Submittals will be accepted up to the date and time indicated for submission in this RFQ. Late submittals will not be considered and will be returned unopened.

9. Format: Submittal should be left-bound with information on both sides of the page when appropriate. Material should be organized following the order of the submission requirements separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.
10. Complete Submission: Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete submittals may lead to a submittal deemed nonresponsive. Nonresponsive submittals will not be considered.
11. Packaging and Labeling: The outside wrapping/envelope shall clearly indicate the RFQ number S69-Q25677 and date and time for submission. It shall also indicate the name of the respondent. The Price Proposal shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as "Price Proposal". All other submission requirements shall be included with the Qualifications Proposal.
12. Timely Delivery of Submittals: The submittal must be delivered by hand or sent to the City Secretary at the City Hall Annex through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFQ. Include RFQ number S69-Q25677 on any package delivered or sent to the City Secretary's Office at the City Hall Annex and on any correspondence related to the submittal. If using an express delivery service, the package must be delivered to the designated building. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.
13. Late Submittals: The respondent remains responsible for ensuring that its submittal is received at the time, date, place, and office specified. The City assumes no responsibility for any submittal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the courier delivery service, or some other act or circumstance.

## **PART V – SPECIAL CONDITIONS**

### **A. No Contact Period**

Neither respondent(s) nor any person acting on responder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary's Office publicly posts notice of any City Council agenda containing the applicable award, aside from respondent's formal submittal to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither respondent(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any respondent. However, nothing in this paragraph shall prevent a respondent from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

### **B. Equal Opportunity Employment**

The City of Houston Ordinance Section 15-17 establishes Equal Employment Opportunity Contract Compliance requirements for all City of Houston contracts involving the expenditure of Fifty Thousand Dollars (\$50,000) or more. Any contract for professional services that results from this RFP will provide that the failure to carry out the requirements set forth in the City of Houston Equal Employment Opportunity Program shall constitute a breach of contract and may result in termination of the agreement or contract. In addition, the City may take any such additional remedy as deemed appropriate.

## **C. Protests**

A protest shall comply with and be resolved, according to the City of Houston Procurement Manual [http://purchasing.houstontx.gov/docs/Procurement\\_Manual.pdf](http://purchasing.houstontx.gov/docs/Procurement_Manual.pdf) and rules adopted thereunder. Protests shall be submitted in writing and filed with both, the City Attorney and the Solicitation contact person. A pre-award protest of the RFQ shall be received five (5) days prior to the solicitation due date and a post-award protest shall be filed within five (5) days after City Council approval of the contract award.

1. A protest must be filed in accordance with the timing requirements set forth herein and must include:
  - a. the name, address, telephone number and email address of the protestor;
  - b. the number of the solicitation;
  - c. all information confirming that the protestor is an interested party;
  - d. a written statement of the grounds for the protest and the law, ordinance, or policy alleged to have been violated. The statement should be accompanied by relevant supporting documentation and the relief requested,
  - e. all information confirming the timeliness of the protest; and
  - f. the signature of the protestor.

Protests shall be submitted to:  
Chief Procurement Officer  
City of Houston  
901 Bagby, B300  
Houston, TX 77002

2. The City recognizes three types of protests:
  - a. Protests regarding solicitation (Pre-Bid Protest)  
Any protest regarding a solicitation published by the City shall be filed no later than five (5) days before the opening of bids (if a competitive bid) or due date for submittals or proposals (if an RFQ), as appropriate. Any protest filed after the due date raising issues regarding the solicitation will not be considered.
  - b. Protests regarding the evaluation of bids, qualifications, or proposals (Pre-Award Protest). Any protest regarding the evaluation of bids, qualifications, or proposals by the City must be filed no later than ten (10) days after: opening of bids (if a bid); or due date (if RFQ); or notification that the interested party's bid or proposal has been rejected. Any protest received after the deadline will not be considered.
  - c. Protests regarding award of contract (Post-Award Protest)  
Upon receipt of a timely and properly filed protest regarding the award of a contract, the City will not issue a notice to proceed or submit an order for goods until the protest has been resolved, provided such delay will not be detrimental to the interests of the City.

## **PART VI – INSTRUCTIONS TO RESPONDENTS**

### **A. Pre-Submission Conference**

A Pre-Submission Conference will be held at the date, time, and location as indicated on the first page of the RFQ document. Interested respondent(s) should plan to attend. It will be assumed that potential respondent(s) attending this meeting have reviewed the RFQ in detail, and are prepared to bring up any substantive questions not already addressed by the City.



## **B. Additional Information and Specification Changes**

Requests for additional information and questions should be addressed to the Finance Department, Strategic Procurement Division, Regina Spencer, telephone: (832) 393-8707, fax: (832) 393-8759, or e-mail to [regina.spencer@houstontx.gov](mailto:regina.spencer@houstontx.gov) no later than 2:00 p.m., CST, February 12, 2016. The City of Houston shall provide written responses to all questions received in writing before the submittal deadline. Questions received from all respondent(s) shall be answered and sent to all respondent(s) who are listed as having obtained the RFQ. Respondent(s) shall be notified in writing of any changes in the specifications contained in this RFQ.

## **C. Examination of Documents and Requirements**

1. Each respondent shall carefully examine all RFQ documents and thoroughly familiarize themselves with all requirements prior to submitting their response to ensure that the submittal meets the intent of this RFQ.
2. Before submitting a response, each respondent shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this RFQ. Failure to make such investigations and examinations shall not relieve the respondent from obligation to comply, in every detail, with all provisions and requirements of the RFQ.

## **PART VII – REQUIRED FORMS TO BE SUBMITTED WITH QUALIFICATIONS**

- A. Offer and Submittal
- B. Anti-Collusion Statement
- C. Hire Houston First Affidavit (Download Copy at <http://www.houstontx.gov/obo/hirehoustonfirst.html> and submit to Office of Business Opportunity, Houston Business Solutions Center via e-mail to [houstonbsc@houstontx.gov](mailto:houstonbsc@houstontx.gov) or fax to 832-393-0650 or submit copy with proposal.



## OFFER AND SUBMITTAL

NOTE: SUBMITTAL MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

\_\_\_\_\_  
(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City): \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Authorized Officer or Agent)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City – State – Zip Code

Telephone No. of Contractor: (\_\_\_\_) \_\_\_\_\_

Signature, Name and title of Affiant: \_\_\_\_\_

\_\_\_\_\_  
(Notary Public in and for)

\_\_\_\_\_  
County, Texas

My Commission Expires: \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## ANTI-COLLUSION STATEMENT

### Anti-Collusion Statement

The undersigned, as Respondent, certifies that the only person or parties interested in this submittal as principals are those named herein; that the Respondent has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent Signature